

PURCHASING AND CONTRACT COMPLIANCE SPECIALIST

DEFINITION

To assist departments, individuals, and vendors in successfully implementing the City's Affirmative Action Purchasing Plan and to monitor overall program effectiveness of the plan; to assure equal employment opportunity compliance of contractors and vendors doing business with the City.

DISTINGUISHING CHARACTERISTICS

This position serves in a coordinating/facilitating capacity, and is intended to assist those operating managers with responsibility for the City's Affirmative Action Purchasing Program. It requires the frequent use of independent judgment and decision making within the framework of established rules and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager or his designee; may provide lead direction to small groups or individuals on a project basis.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Provides significant assistance in developing and implementing the City's Affirmative Action Purchasing Plan.
2. Assists in and recommends on modifications of current practices required for adherence to goals of the Minority and Women's Business Enterprise Ordinance.
3. Gathers and analyzes information regarding community businesses and City purchasing and contract procedures.
4. Educates the community and City organization on the purposes and methods of the Affirmative Action Purchasing Program.
5. Encourages qualified individuals and organizations to participate in the program.

EXAMPLES OF DUTIES (continued)

6. Maintains, monitors, and updates rosters and documentation of local, minority and women firms within the city; provides such rosters to using departments and to the City's contractors and suppliers.
7. Designs monitoring procedures and instruments.
8. Prepares reports including reports measuring the extent to which program goals are met.
9. Audits and performs on-site inspections to encourage and insure nondiscriminatory practices by contractors and vendors.
10. Provides general assistance to local, minority, and women's enterprises by explaining the bid process and City requirements.
11. Coordinates and facilitates City departments and divisions to obtain practical compliance with the program objectives.
12. When unable to reach agreement on goals at the operating level, provides information on contract specifications and recommends participation goals to the City Manager for final determination.
13. Maintains liaison with related Affirmative Action agencies and contract compliance officers in the San Francisco/Bay Area counties.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of principles and practices of Affirmative Action in contracts and purchase agreements.
- B. Knowledge of federal, state, and local laws pertaining to equal opportunity business enterprises and contract compliance.
- C. Knowledge of the goals and objectives of the City's Affirmative Action Purchasing Program.

Knowledge, Abilities and Skills (continued):

- D. Knowledge of generally applied laws governing City bidding and contract letting procedures.
- E. Knowledge of local suppliers, contractors and vendors including minority and women's enterprises.
- F. Ability to compile and summarize purchasing activity data.
- G. Ability to analyze, evaluate, and interpret various Affirmative Action documentation.
- H. Ability to communicate effectively orally and in writing.
- I. Ability to maintain effective working relationships both with City staff and the community groups and individuals.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience - Two years administrative experience involving community relations, equal opportunity employment or handling problems related to Affirmative Action. Purchasing and contract compliance experience desirable.

Education - Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Business or Public Administration, or related field.

PROBATIONARY PERIOD: One Year.

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December 1985

Revised December 1989

AAP GROUP: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt